

REPORTS INVENTORY						feeder report for DDS/OL/PD -1					
PREPARE IN DUPLICATE											
1. TITLE OF REPORT (If a fill-in report include Form No.) Monthly Statistical (Unofficial Internal Form)						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING				
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL						
	<input checked="" type="checkbox"/> LOGISTICS		SECURITY		OTHER (specify)						
	MEDICAL		FINANCE								
4. NO. OF COPIES PREPARED Orig. & 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) C/PD & Originating Section						
7. FORMAT (memorandum, form computer print-out, etc) Typed-Internal		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT PD Memorandum No. 71-1		
YES	IF YES GIVE ADP PROCESSING NO.										
<input checked="" type="checkbox"/> NO											
10. PREPARING COMPONENT (include lowest level contributing information to report) ICS/PD/OL				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)							
12. COST FACTORS											
A. MANUAL PREPARATION AND REVIEW COSTS											
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR				
GS-6	\$ 3.86	1 Hour		\$3.86	12		\$46.32				
GS-15	\$12.10	1/4 Hour		\$3.03	12		\$36.36				
B. COSTS OF COMPUTER PRODUCED REPORTS											
TOTAL COSTS PER YEAR						\$82.68					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.											
14. FUTURE GOALS											
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE Periodic Review						ESTIMATED SAVINGS					
						MAN-HOURS	DOLLARS				
						STAT					
16. DATE OF INVENTORY 22 Sept. 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION				
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130142-6											